


Revised March 2016	DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE ROTA, SPAIN U.S. JOB OPPORTUNITY ANNOUNCEMENT				
	Announcement No.	LR-67-16ES		Number of Vacancies	1
	Position Title	SUPERVISORY FACILITIES MANAGEMENT SPECIALIST, GS-1601-13			
	Opening Date	14 APRIL 2016		Closing Date	21 APRIL 2016
	Salary Range (DOLLAR)	\$73,846-96,004 PER ANNUM		Work Schedule	FULL TIME PERMANENT
	Job Location	NAVFAC-PUBLIC WORKS, U.S. NAVAL STATION ROTA, SPAIN			
How To Apply	Please read Instructions For U.S. Citizen Local Announcements located at http://www.cnic.navy.mil/rota . Provide your application and required documentation to the Human Resources Office, Bldg 1, Naval Station Rota, or via email to rotahro@eu.navy.mil . Emails containing application/attachments cannot exceed a maximum of 10MB. It is the applicant's responsibility to verify that documents submitted are received, legible, and accurate. All documents must be received on/or before the close of business on the closing date of the announcement.				
Who May Apply	U.S. Citizens that are permanent Appropriated Fund U.S. employees serviced by Human Resources Office Naval Station Rota, Spain and those domiciled in the Rota, Spain commuting area who are authorized Department of Defense civilian sponsors and command-sponsored dependents of civilian and military personnel who meet one or more of the following conditions: (a) Applicants with career/conditional status, (b) Military Spouses and Family Members of civilian employees eligible for Schedule A 213.3106(b)(6), (c) Veterans Employment Opportunities Act (VEOA) Referral of qualified candidates will be based on respective hiring authorities for which eligible. NOTE: (1) Family members who have less than 6 months remaining in an area are not entitled to family member preference when a position is filled without time limitation. (2) The NATO SOFA and Agreement on Defense Cooperation (ADC) between Spain and the United States are applicable when determining eligibility. If you have resided in Spain more than ninety (90) days, as an ordinarily resident, you must comply with Spanish immigration laws and regulation and are not eligible for appointment for U.S. appropriated fund vacancies, with NAVSTA Rota and Tenant Activities. ORDINARILY RESIDENT: Applicants determined to be "ordinarily resident" in Spain cannot be appointed to positions designated for U.S. occupancy. (3) TOURIST: Spanish law defines tourists as "Foreigners who have entered Spain with proper documentation, for the purpose of touring, recreation, non-professional sporting, health-care, attend family matters, pilgrimage, or short term studies, and who may stay in Spanish territory without executing any professional or labor activity whatsoever, for a period of three months or for the duration granted in the Visa. (COMNAVACTSPAININST 1900.1F)				
About the Job	The incumbent is the primary advisor to the PWO on matters relating to Facilities Management support to clients, and provides the oversight for development of long term facilities requirements plans, site planning, and project development of special projects, military construction, demolition, space utilization and base maintenance programs within PWD main area of responsibility. Incumbent serves as head of the PWD Rota FMD, which includes a Requirements Branch and Asset Management Branch. He/she is responsible for the efficient and effective operation of Facilities Management as it relates to liaison with supported commands, induction of PWD workload, coordination of work execution with the Production and Facilities Engineering and Acquisition Divisions, receipt and tracking of customer funds, receipt and execution of Region-provided funds, long range facilities planning, real property management within the PWD area of responsibility, and real estate actions within the PWD area of responsibility. Incumbent directs staff and provides technical coordination and integration of PWD and Business Lines' goals and objectives. The incumbent is responsible for solving complex business problems that subordinate supervisors and employees encounter and communicates within PWD leadership, Business Lines and Support Lines to reconcile conflicts that may impact the success of Facilities Management and the PWD.				
OPM Qualification Requirements	https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1600/equipment-facilities-and-services-series-1601/ AND https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards BASIC REQUIREMENTS: – EXPERIENCE: One (1) year of specialized experience equivalent to the GS-12 grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience is defined as experience that is typically in or related to the work of the position to be filled and has equipped you with the particular knowledge, skills, and abilities, to successfully perform the duties of the position. Specialized experience must demonstrate the following: -Experience in Public Works Operations that demonstrate expertise in Facility Support Contracts, Asset Management and Public Works business line Products & Services as well as experience in directly managing one or more of them. -Developing comprehensive effective Maintenance Action & Execution Plans and work execution strategies. -Knowledgeable and proficient with the work Induction System (WIS) to properly and effectively induct all fundable requirements. -Knowledgeable of General Fund and Navy Working Capital Fund (NWCF) Concept and procedures for purposes of planning and budgeting. Knowledgeable of planning, directing, and coordinating Public Works products and services through a Base Operations Support Contract (BOS). There is no educational substitution for the GS-12 level.				
Pertinent Information	1. Selectee is required to participate in the Department of Defense direct deposit of pay program. 2. Must be able to successfully obtain and maintain a Secret Security Clearance and will be required to successfully complete a background investigation. 3. This position requires a DAWIA Leve III certification within 24 months of assignment in the FE Field. 4. May be required to complete a one-year supervisory probationary period. 5. The incumbent must have a valid US driver's license. 6. The position is IT-II.				

Application Status	For inquiries regarding job application status, please call HRO, 956 821 643 or DSN 727-1643, Monday through Friday, 0800-1600 , at least 7 business days after the closing date of the announcement. Applicants who provided an email address listed will be notified of status electronically.
	THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE

INSTRUCTIONS FOR U.S. CITIZEN LOCAL ANNOUNCEMENTS IN ROTA, SPAIN

HIRING AUTHORITIES:

SCHEDULE A, EXCEPTED APPOINTMENT: Dependents of members of the U.S. Armed Forces or dependents of a U.S. Civilian employee of a U.S. Government Agency. The family member appointment is tied to the sponsor's tour and may not extend longer than two (2) months following the transfer from the area of the separation of the appointee's sponsor.

REINSTATEMENT: Applicants with personal competitive status may be reinstated to a career/career-conditional appointment.

VETERANS EMPLOYMENT OPPORTUNITY ACT (VEOA): Veterans must be a preference eligible or veteran separated after 3 or more years of continuous active service performed under honorable conditions.

HOW TO APPLY

- Applicants are strongly encouraged to develop their resume in the USAJOBS system (<https://usajobs.gov>) which allows you to print your completed resume and optimize your consideration for vacancies.
- Applications will only be accepted if there is an open vacancy. Vacancy announcements are posted on the Human Resources Office bulletin board and HRO website at: <http://www.cnic.navy.mil/rota>.
- Applications/resumes and other attached forms will not be returned.

CHECKLIST

NOTE: FAILURE TO PROVIDE COMPLETE INFORMATION MAY CAUSE YOU TO BE DETERMINED INELIGIBLE.

- It is the applicant's responsibility to ensure your resume/ application contains the following information:
1. (1) Announcement Number; (2) Title & Grade(s); (3) Full name; (4) Mailing address; (5) Day and Evening phone number; (6) Country of Citizenship; (7) Veteran's preference; (8) Reinstatement Eligibility; (9) Highest Permanent Federal Civilian grade held; (10) Education (highest level); (11) High School name/ mailing address of High School/ Date of Diploma or GED; (12) Accredited colleges and universities attended with total credits earned, major and/ or minor.

Your resume must include the following for each paid and non-paid work experience related to the job you are applying for: (1) Job Title (include series and grade if Federal job); (2) Started and ending dates (MM/YY); (3) Hours per week and whether it was full time or part time employment; (4) Salary; (5) Employer's name and address; (6) Supervisor's name and phone number (indicate if we can contact supervisor); (7) Detailed description of duties with percentages of time spent, and accomplishments. (DO NOT ATTACH A JOB DESCRIPTION).

2. Applicant Questionnaire "Revised Nov 2014 – CNRE HRO ROTA" (**Mandatory, submit 2 of 2 pages**).
3. Sponsors PCS orders – Navy orders MUST include a copy of member's Page 13 or Page 2 showing command sponsorship of applicant. Marine, Air Force, Army and Civilian orders must also list the applicant as an authorized dependent (**Mandatory**)
4. College Transcripts (**if qualifying on basis of education**) from an Accredited U.S. college/ School
5. Copy of most recent Notification of Personnel Action (**SF-50**) (**if claiming federal status**)
6. DD-214 Record of Discharge, Member-4 copy or current Statement of Service dated w/in 120 days from separation (**if claiming Veteran's Preference**)
7. Copy of all pages of U.S. Passport (**May be required at time of selection**)

GENERAL INFORMATION

- Filing this position is subject to the requirements of the DOD Priority Placement Program.
- The time-in-grade restrictions, qualifications and any other regulatory requirements for placement must be met by the announcement closing date.
- Applicants are advised that submission of applications using government paid postage envelopes is not considered official business and is a violation of OPM and postal regulations.
- It is the responsibility of the applicant to provide all information necessary to make a qualification determination by listing applicable work experience, awards, training, education, etc.
- Additional information or documentation will **NOT** be accepted after the announcement closing date.

APPLICANT CERTIFICATION

Applicants must be prepared to certify that all of the information on and attached to their application is true, correct, and complete. False or fraudulent information presented in the application may be grounds for not hiring or immediate termination, and may be punishable by fine or imprisonment.

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Applications will receive consideration without regard to political, labor organization affiliation/ non –affiliation, marital status, race, color, sex, sexual orientation, national origin, religion, age and/ or physical handicap.